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Approved For Release 1999/09/27 : CIA-RDP89-01076R000100130003-2

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Administrative Plan

For Operation of Recreation Hall

1. PERSONAL SERVICES:

a. Request for approval of overtime and payment from appropriated funds covering personnel utilized in the operation of the Recreation Hall will be submitted and approved in advance according to regulations.

b. Time and Attendance reports will reflect overtime specifically required for this function.

c. Monthly computation of this direct expense will be made, and reimbursement scheduled to the Agency for deposit as refund to the appropriation or as otherwise directed.

2. FUNDS:

a. Since this plan will not provide working capital for operation of the Recreation Hall, an operational advance of \$3,000.00 is required for the initial purchase of stock and supplies.

b. Profit in excess of overtime reimbursement to the appropriation, and normal operating expenses will be scheduled to the Agency to retire the \$3,000.00 operational advance.

c. In the event operation of the facility is discontinued all funds will be reimbursed to the Agency, including funds obtained from the liquidation of the inventory of stock and supplies.

3. REPORTS:

a. A monthly report will be submitted with the consolidated installation accounting in accordance with requirements established by the Comptroller's Office.

4. GENERAL ADMINISTRATION:

c.o.

a. The Commandant will be responsible for the overall administration of this plan, and will establish prices to meet financial requirements of the operation.

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MAY 12 1958

Deputy Director
(Administration)

ATTACHMENT A

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*Rescinded by Memo dtd 8 Dec 59 from
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